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# Office Memorandum • UNITED STATES GOVERNMENT

**TO :** Chief, Intelligence School**DATE:** 19 March 1957**FROM :** OTR Orientation Officer**SUBJECT:** Weekly Activities Report #12  
13 March to 19 March 1957

25X1

## REGULAR PROGRAMS

1. CIA Introduction: This program was conducted on 18 March for [ ] people. The audience was very alert and the question periods totalled forty-five minutes.

2. CIA Review: On 14 March this program was held for [ ] overseas returnees.

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## PLANNING

1. Certain adjustments have been made in the programming of the Dependents' Briefing. As previously announced, coverage of medical matters and of security matters has been strengthened. More time is allotted to both presentations than heretofore, and an excellent speaker now gives the security presentation. The fifteen-minute talk on insurance has been dropped. Among other reasons, there was not enough time for it. There will, however, be some mention of the Agency's insurance program after the Medical Office presentation, and pamphlets will be available. The program as a whole is better balanced now, and has more internal unity.

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2. Arrangements have been all but completed for the first running of the JOT Wives' Briefing. A meeting was held recently with [ ] Chief, Personnel Security Division/SO, and [ ] Chief, Training Branch, A&T Staff/SO. Approval by the Security Office was given for all three projected presentations.

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[ ] Finally, the DCI's approval is being sought by the DDS. With the concurrence of the C/JOTP, a target date of 16 April has been set for the first running of the program.

3. A modification in the structure of the CIA Introduction will be effectuated shortly. EOD's are given the Security Indoctrination on Monday mornings and the CIA Introduction on the same afternoon. It is difficult for anyone to sit through six hours of lectures in one day,

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and difficult for EOD's to absorb all the new material contained therein, particularly complex organizational material, such as the presentation 25X1 on IAC-NSC relationships. So, abandoning the three-presentation cycle formerly used, a thirty-minute film on intelligence will be shown. Actual lecturing time will be cut from two and one-half hours to two hours. IAC-NSC relationships will be treated more briefly. It will be sufficient for the needs of clerical people, and the professional people will get full coverage in the Intelligence Orientation. This change should be beneficial from a physiological and psychological point of view, as well as from a pedagogical one. The ideal film does not as yet exist, but will be produced by [redacted] Chief, Film Production Branch/OTR, sometime in 1958. Until then, there exists a good Air Force film. The point of view is departmental, but it can be adapted to our purposes. [redacted] Chief, Intelligence 25X1 Orientation, was consulted for his views on the film, and there was agreement that, properly introduced, it could be quite useful in the CIA Introduction. As soon as the film arrives, it will be integrated in the program.

4. The DDCI has agreed to open future Departmental Briefings with an official word of welcome.

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